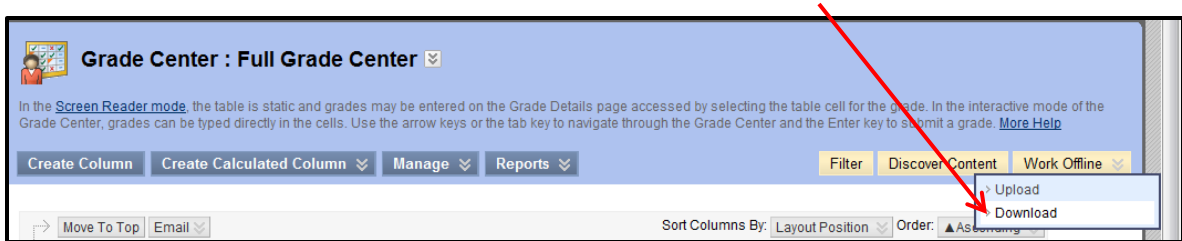




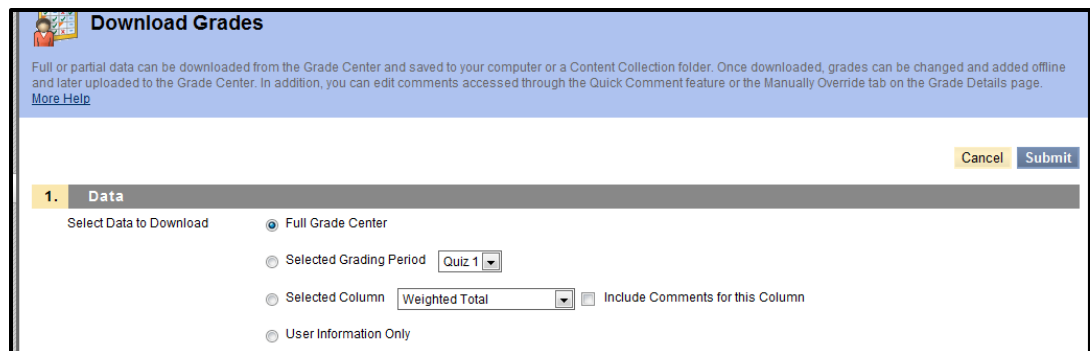
How to Download Grade Center

❖ It is a good idea to download the grades in your Grade Center and save them at the end of this semester.

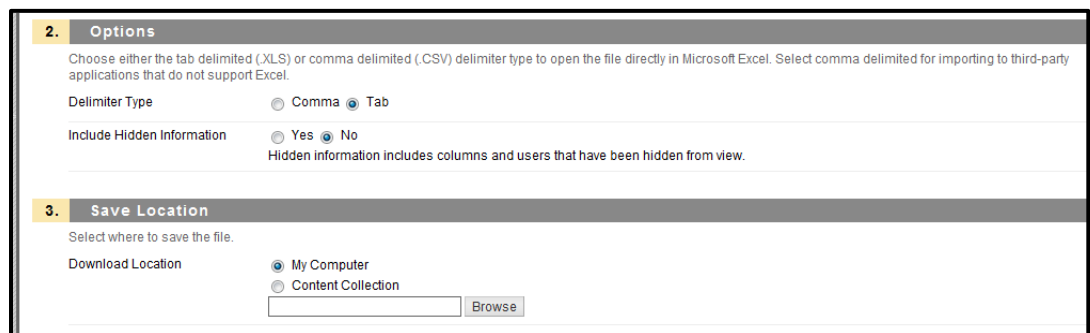
1. Open your course and go to the **Full Grade Center**.
2. Click the **Work Offline** dropdown menu and select **Download**.



3. **Step 1** - Select the data you want to download. At the end of the semester, it is best to select **Full Grade Center**, but you are able to select certain columns.



4. **Step 2** - You should leave the **Delimiter Type** on Tab, which will create an Excel file. You can choose whether or not to include **Hidden Information**.

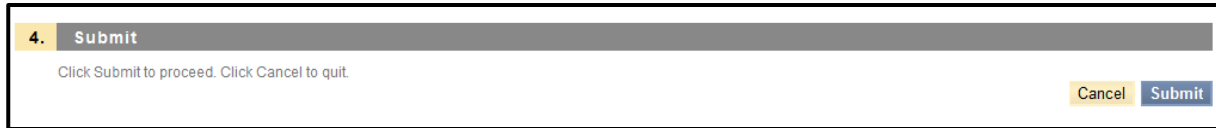


5. **Step 3** - Leave the **Save Location** set to **My Computer**.

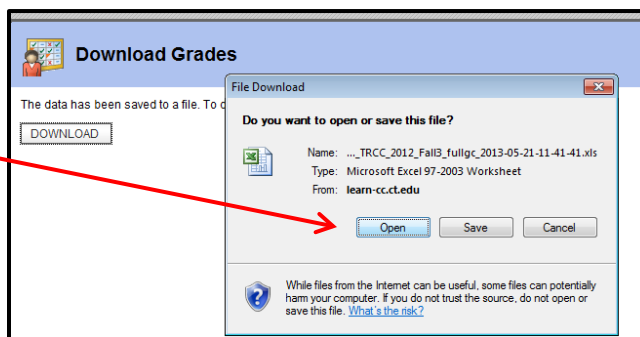
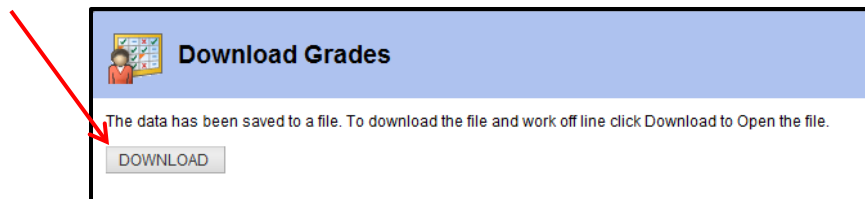


How to Download Grade Center

6. **Step 4** - Click **Submit**.



7. Click the **Download** button and then click the **Open** button to open the file in Excel.



8. Make sure to **RENAME** and **SAVE** your file to your computer.
9. You may want to go in and edit the Excel file to show all of the titles and delete any unnecessary information.